

L.I.S.T.E.N. INC.

Job Description

02/01/2009

Title: Blackjack Dealer / Paddlewheel Operator / Pulltab Attendant

Supervised By: Site Manager / Person in Charge

Expectations:

Must be knowledgeable in all aspects of Blackjack / Paddlewheel rules and regulations set forth by the North Dakota Attorney Generals Office and L.I.S.T.E.N. INC. internal policies and procedures.

Qualifications:

- Must be 21 years of age.
- Must possess good mathematical skills.
- Must have working knowledge in public relations.
- Must be capable of working all L.I.S.T.E.N. Gaming sites when scheduled for opening shifts.

Responsibilities:

- Responsible for conducting the games of Blackjack and Paddlewheel in a professional and courteous manner.
- Must maintain accurate records for tracking of drop box cash and counting of chips for shift changes.
- Must assist with maintenance of site cleanliness and appearance.
- To perform additional routine functions. (Ex. -washing of chips and blackjack tables)
- Assist in preliminary opening or closing procedures, only when asked to do so.
- Remove tips from blackjack and paddlewheel tables, after each shift change, and present them to the person in charge of the jar bar.
- Maintain a positive and professional attitude with customers and fellow employees.
- May be responsible for additional duties assigned by the shift manager, site manager or gaming manager.
- Responsible for safeguarding gaming tickets and cash for all on site pull-tabs, cash and chips for blackjack and paddlewheel.
- For accuracy in redemption of blackjack and paddlewheel playing chips for cash, which is recorded on the daily income and summary paperwork.
- For accuracy of charitable gaming tickets and cash recording on daily income and summary paperwork when appointed by the person in charge.